

# ***VACANCY ANNOUNCEMENT***

**ANNOUNCEMENT NUMBER: 26 - 06**

**NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**OPEN TO:** All Interested Candidates

**POSITION:** Financial Clerk, FSN-6; FP-8\*

**OPENING DATE:** September 14, 2006

**CLOSING DATE:** September 27, 2006

**WORK HOURS:** Full-time (40 hours per week); Part-time (30-40 hrs per week) may be considered

**SALARY:** \*Not-Ordinarily Resident:  
(Position Grade: FP-8 to be confirmed by Washington)

\*Ordinarily Resident: Position Grade: FSN-6

**LENGTH OF HIRE:** Temporary position to last minimum 6 months and not to exceed 1 year from the date of hire.

The U.S. Embassy in Nicosia is seeking an individual for the temporary position of **Financial Clerk** in the Budget and Fiscal Section.

## **BASIC FUNCTION OF POSITION**

Provides a variety of secretarial and administrative support to the Budget & Fiscal Office, and may include the following: Maintains utilities consumption reports for statistical purposes. Submits voucher batches to Charleston Financial Service Center for processing. Scans vouchers to the Regional Service Center Frankfurt for preparation. Processes simple invoices and prepares appropriate vouchers for payment. Prepares relevant VAT documentation. Submits Post's bi-weekly Time and Attendance to Charleston Financial Service Center.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Education: Completion of secondary school and a certificate is required.

2. Prior experience: 2 years of experience in administrative, accounting or record keeping of similar work is required.
3. Language skills: Level IV (Fluent) English and Level III (Good Working Knowledge) Greek ability is required.
4. Knowledge: Familiarity with basic Accounting procedures and Record-keeping methods. Good knowledge of Microsoft Word and Excel computer software, and Internet research technology.
5. Other Skills: Ability to organize work effectively and in a timely manner to adhere to Prompt Pay Act and to prescribed time deadlines, apply pertinent regulations and prepare documents and records.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

**Interested applicants for this position must submit the following, or the application will not be considered:**

1. Application for U.S. Federal Employment (OF-612); **OR**
2. A current resume or curriculum vitae that provides the same information as an OF-612; **PLUS**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Interested applicants should also reference the vacancy announcement number listed on Page 1.

## **SUBMIT APPLICATION TO**

Human Resources Office

Via e-mail at: [vacanciesnicosia@state.gov](mailto:vacanciesnicosia@state.gov)

Or via Fax at: 22393930

Or via Mail at:

Human Resources Office

U.S. Embassy, Nicosia

Metochiou & Ploutarchou Streets

Engomi 2407 Nicosia – Cyprus

Telephone: 22393939

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen; **AND**

--Spouse or Child who is at least age 18; **AND**

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; **AND**

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; **AND**

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign.

**NOTE:** US Citizen EFMs who receive a US Government retirement annuity based on a career in the US Foreign or Civil Service still remain eligible to apply for positions where recruitment is restricted to Appointment Eligible Family Members (AEFMs) Only - All Agencies. If selected for a Mission position, the candidate shall be hired on a PSA in lieu of an FMA.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; **AND** 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: September 27, 2006**

**The US Mission in Cyprus provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

Approved: MGT:KMunchmeyer \_\_\_\_\_  
Cleared: HRO:JMarcouiller \_\_\_\_\_  
BFO:CPantelides \_\_\_\_\_